



Chicago Metropolitan Agency for Planning

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TO: CMAP Board

FROM: Randall S. Blankenhorn
Executive Director

Date: July 1, 2009

Subject: Revised FY 2010 Budget

A handwritten signature in blue ink, appearing to read 'Randall S. Blankenhorn', is written over the printed name and title.

Today is the first day of the new fiscal year and there has been no decision made on the available funds from the state to CMAP. The funds from the state are for matching the federal UWP grant and for non-transportation planning purposes. Because of this uncertainty, the CMAP Executive Committee met yesterday and approved a revised budget with the following assumptions:

- We would determine a method to provide a soft match for the federal funds until the state funding is resolved;
- Flexibility would be provided to use UWP (Unified Work Program) funds for either contracts or operating expenses;
- We would wait until August 1 to examine and prioritize the forthcoming contracts within these budget constraints;
- The use of \$450,000 of the CMAP fund balance to support the planned activities;
- The reduction in funding will result in less data development, response time for TIP requests, limited resources for analytic requests from our partners, and reprioritizing the completion of *GO TO 2040*;
- This strategy is a stop gap measure and cannot be sustained in future years; and
- A permanent solution on matching funds must be in place for next year.

The revision targets reduction in the operating line items, a furlough day program and a reduction of staff. The adjusted budget would be reduced by 15%, or \$2,510,946. The furlough program would be implemented requiring management staff to have one unpaid furlough day each month (reducing salary by 5%), the principal and senior staff to have one unpaid furlough day every other month (reducing salary by 2%) and the associate and assistant staff have one unpaid furlough day every four months (reducing salary by 1%). If CMAP receives at least the state funding amount for the required federal match (\$2,723,410), the furloughed days would be converted to paid personal days. The reduction of staff is making assumptions about attrition throughout the year. Currently, we have 92.5 staff and 3 unfilled positions.

In the revised budget, absent any additional funding from the state, all of the UWP contract funding was converted to the operating budget in order to preserve the personnel expenditures. Therefore, all other contracts that have not been executed would be put on hold.

The Executive Committee has previously approved the establishment of a fund balance which would be equivalent to three months of expenditures, or approximately \$4 million. The fund is approximately at \$2 million as of June 30, 2009.

Finally, adjustments were made to the budget to ensure that we would have enough existing funds to provide the match for contracts that are underway, which is approximately \$270,000. This would be paid from our fund balance. This is not reflected in the budget summary. In the proposed budget revision, the total anticipated fund balance expenditures would be \$720,000. The remaining fund balance is critical to maintain for anticipated cash flow throughout the year.

The following table reflects a summary of the revenue and expenditures for the approved and the revised budgets.

**SUMMARY
FY 2010 CMAP Budget**

	Adopted by CMAP Board 06/10/09	Proposed 07/01/09
Revenues		
Federal	12,180,693	12,661,594
State	3,360,000	0
Other Public Agencies	62,436	57,980
Foundations and Non-Public Agencies	363,500	363,500
Local Contributions	200,000	300,000
Fund Balance	0	450,000
Product Sales, Fees & Interest	52,000	52,000
Total Revenues	16,218,629	13,885,074
Expenditures		
Personnel	9,535,248	8,701,986
Commodities	440,725	329,100
Operating Expenses	696,000	512,550
Occupancy Expenses	1,287,000	1,287,000

	Adopted by CMAP Board 06/10/09	Proposed 07/01/09
Contractual Services	3,957,804	2,995,195
Capital Outlay	240,000	70,000
Non-Operating Expenses	250,000	0
Total Expenditures	16,406,777	13,895,831

The following table reflects the detail of the revenue.

**Revenue
FY 2010 CMAP**

	Adopted by CMAP Board 06/10/09	Proposed 07/01/09
FEDERAL		
<u>U.S. Environmental Protection Agency</u>		
IEPA Sec 319 Fox/Des Plaines River, Ph III	53,296	49,308
IEPA Sec 319 Fox/Des Plaines River, Ph IV	56,496	52,508
IEPA, ARRA, Watershed Planning	183,321	181,282
USEPA Lake Michigan Watershed	17,111	15,574
IEPA VLMP	75,262	69,186
IEPA Water Quality Amendments	76,821	71,114
Total, US EPA	462,307	438,972
<u>U.S. Department of Transportation</u>		
UWP - Operating	9,909,638	10,893,638
UWP - Contracts	1,573,843	1,104,956
FTA Medewin Project	234,905	224,028
Total, US DOT	11,718,386	12,222,622
Total, Federal	12,180,693	12,661,594
STATE		
<u>Illinois Department of Transportation</u>		
Comprehensive Regional Planning Funds	3,360,000	0
OTHER PUBLIC AGENCIES		
Cook County FPD 0 Maple Lake ICLP, Phase 2	62,436	57,980
FOUNDATIONS AND NON-PUBLIC AGENCIES		
Chicago Community Trust	363,500	363,500

	Adopted by CMAP Board 06/10/09	Proposed 07/01/09
LOCAL ASSESSMENTS	200,000	300,000
FUND BALANCE	0	450,000
PRODUCT SALES, FEES AND INTEREST		
Publications Sales	2,000	2,000
ArcView Training	5,000	5,000
Interest Income	10,000	10,000
Facility Planning Area Fees	20,000	20,000
Conference and Sponsors	5,000	5,000
Miscellaneous	10,000	10,000
Total, Product Sales, Fees and Interest	52,000	52,000
TOTAL REVENUES	16,218,629	13,435,074

The following table reflects projected expenditures.

	Adopted by CMAP Board 06/10/09	Proposed 07/01/09	Percent Change
Total, Personnel	9,535,248	8,701,986	-9%
Authorized Personnel	95.56	89.56	-6%
Total, Commodities	440,725	329,100	-25%
Total, Operating Expenses	696,000	512,550	26%
Total, Occupancy Expenses	1,287,000	1,287,000	0%
Total, Contractual Services	3,957,804	2,995,195	-24%
Total, Capital Outlay	240,000	70,000	-71%
Total, Non-Operating Expenditures	250,000	0	-100%
TOTAL	16,406,777	13,895,831	-15%

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